



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

WASTE MANAGEMENT COORDINATOR

Class No. 002377

■ CLASSIFICATION PURPOSE

To plan, monitor and coordinate the permitting of solid waste collector companies; to enforce solid waste rules and regulations; to design and implement special solid waste programs; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Waste Management Coordinator is a one position professional class allocated only to the Department of Public Works. Under general direction, this class is responsible for the management of non-exclusive solid waste management agreements with solid waste collector companies. This class reports to a Program Coordinator, which is responsible for carrying out the provisions of the County's mandatory Recycling ordinance.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, monitors, coordinates and enforces the provisions of the Non-Exclusive Solid Waste Management Agreement.
2. Advises and interprets technical and legal ordinances regarding solid waste management codes and regulatory practices to the department director, governmental agencies, businesses, citizen groups, community officials and the public.
3. Investigates and resolves complaints from solid waste collectors, governmental agencies, businesses and the public regarding storage, collection, transfer, transport, disposal, and recovery of recyclables.
4. Issues letters of warning.
5. Cooperates with governmental enforcement agencies regarding investigations that may result in prosecution.
6. Researches hauling companies ownership records.
7. Evaluates procedures and recommends solutions and alternatives.
8. Represents the county at inter-agency meetings and makes presentations before governmental and citizen organizations.
9. Maintains a variety of administrative records.
10. Plans, coordinates and implements special solid waste programs.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques used in solid waste management including storage, collection, transfer, transport and disposal activities, and recycling and resource recovery.
- Federal, State and local laws and ordinances related to solid waste management.
- Interviewing and investigation techniques.
- County of San Diego Non-Exclusive Solid Waste Management Agreement provisions.

- County customer service objectives and strategies.

Skills and Abilities to:

- Plan and organize work.
- Analyze data and make logical conclusions.
- Effectively and appropriately communicate orally and in writing with a variety of audiences.
- Establish and maintain effective working relationships with the department and representatives of departments, agencies, public and haulers.
- Obtain owner information on vehicles and properties through the assistance of local law enforcement and County Assessor contacts or resources.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A Bachelor's degree in public administration, environmental sciences, or law, AND, three (3) years of journey level solid waste management experience.

**Note:** Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, repetitive use of hands including simple grasping, power grasping, fine manipulation, and pushing and pulling, reaching above and below shoulder level, and lifting and carrying items weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Work requires driving an automobile; working around equipment and machinery and walking on uneven ground during field inspections of trucks, bins, and facilities; exposure to excessive noise from trucks and machinery; exposure to extremes in temperature, humidity or wetness on field work days; occasionally exposed to dust, gas, fumes or chemicals at landfills and recycling areas; uses special visual or auditory protective equipment on occasion as recommended; and may inadvertently be exposed to bio-hazards.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: November 21, 1997**  
**Reviewed: Spring 2003**  
**Revised: June 11, 2004**

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Waste Management Coordinator (Class No. 002377)

Union Code: PR

Variable Entry: Y